

## **STATE AGENCY RECOGNITION AWARDS 2003**

State Agency: Department of Corrections, Folsom State Prison

Title of Nomination: QUARTERLY REMINDER TO MANAGEMENT AND BUYING STAFF ON SB/DV GOAL STATUS

Award Recipient: Tess Poling, SB/DV Advocate

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Person to be notified of winner: Max Lemon, Associate Warden - Business Services

### **EXECUTIVE SUMMARY**

Prepared quarterly reminders to management and staff on SB/DV participation status. The purpose is to 1) apprise management and buyers of the participation level for that quarter 2) the need to increase the efforts especially if the report shows a participation level below target goals 3) inform management of status and buyers of their good efforts if participation level is above target goals.

These are accomplished by 1) distributing an updated SB/DV/RCP list quarterly with a reminder memo of the current participation level. 2) quarterly report to management and the Warden on current goal status along with certificates of recognition to be signed by the Warden for staff who awarded the highest dollar amount to SB/DV vendors for that quarter.

The reminders keep staff and management apprised of the current information and continued awareness to include SB/DV vendors in the purchasing activities. Staff is very appreciative of receiving the recognition certificates and is inspired to give more awards to SB/DV vendors.

### **PROJECT DESCRIPTION**

Implementation Date: July 2000

Prepared quarterly reminders to management and staff on SB/DV participation status. These are accomplished by 1) distributing an updated SB/DV/RCP list quarterly with a reminder memo of the current participation level. 2) quarterly report to management and the Warden on current goal status along with certificates of recognition to be signed by the Warden for staff who awarded the highest dollar amount to SB/DV vendors for that quarter.

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### **HOW DID THE PROJECT IMPROVE SB/DV PARTICIPATION?**

Providing buyers with updated SB/DV bidders list on a quarterly basis creates an ongoing reminder and awareness to use these vendors and also ensures that buyers are using currently

certified vendors. The bidders' list has the vendor certification number and expiration date. Each buyer has the updated pool of SB/DV vendors to use on hand when soliciting bids.

Two quarterly certificates of recognition signed by the Warden are given to staff who awarded the highest dollar amounts, one for SB and one for DV. These certificates are displayed on the awards wall in the Procurement Office for further recognition. The recipients became part of the team with the incentive to meet SB/DV participation goal, thus, resulting in their continued support of the program and efforts to award to SB/DB vendors.

**WHAT WORKED AND DID NOT WORK?** None. Along with the certificate of recognition, product samples picked up at trade shows are given to recipients.

**WHAT WOULD I DO DIFFERENT?** None. Rotate the pool of recipients so that staff who manage an inventory or warehouse will not always receive the award. In the first year, included all staff. The second year, exclude staff that maintains warehouse inventory. The third year, exclude staff that maintains mini inventories such as the medical department. The fourth year, include all staff again in the pool.

**HOW OTHER AGENCIES COULD MODIFY THE IDEA TO MAKE IT WORK FOR THEM.**

Create custom-designed bidders list for items bought by the department.

Solicit management support to distribute to all field buyers on a quarterly basis.

Solicit management support for monthly, quarterly, biannually, or yearly award.

Management can issue a letter of appreciation to those that are making the effort.